

REVIEWER CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT

Requirement: Reviewers must review and sign all Military and Civilian Travel Settlement Vouchers, as well as Non-DOD individuals traveling on Invitational Travel Orders. This applies to TDY vouchers for all travelers serviced by the DFAS Network.

User: Commanders/supervisors (or designated reviewers when the commander/supervisor is unavailable) of military and civilian personnel. For Invitational Travel Orders, the person inviting the traveler will review and sign the claim. For IRR/IMA soldiers, the supervisor/commander at the site where the duty is performed will review and sign the claim.

Purpose: This checklist pertains to the July 2004 version of the DD 1351-2 and should be completed by the users above to ensure Travel Settlement Voucher claims are proper, complete, and in compliance with the intent of the order. The reviewer's signature does not constitute approval of items requiring approval by specific statutes or regulations, e.g., long distance calls, and excess baggage.

1. ___ Is the Travel Voucher Claim (DD Form 1351-2) an original copy? The claim must be prepared in ink, typewriter, or computer generated.
2. ___ Is the traveler's signature on the Travel Voucher (block 20a) an original signature?
3. ___ Does the administrative data (i.e., SSN# and name) on the Travel Voucher agree with the orders? If not, have the traveler make the necessary changes and initial.
4. ___ Are advances and/or accrued per diem payments listed in block 9? The traveler annotates "NONE" in block 9 if there were no advances or partial payments.
5. ___ Is block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. Examples of POC mileage are, mileage within and around the TDY site, to and return from the airport, and to and from TDY site.
6. ___ Are the reimbursable expenses claimed and authorized? Mission related expenses (e.g. batteries/film) are not reimbursable travel expenses. These type expenses should be submitted through Vendor Pay.
7. ___ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted travel office Carlson or SATO)? Rental car size and fuel expenses claimed should be conducive to the mission. Unless an upgrade is authorized, a compact rental car is the standard. Receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102 (3), this regulation pertains to Army customers only.
8. ___ Are control numbers for non-availability of government quarters in the remarks block of the orders? If not, the Travel Approving Official must authorize commercial lodging by signing in block 21a or issue an amended order (Military Members Only).
9. ___ Is lodging claimed and supported by original itemized paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available? Receipts must show a zero balance.
10. ___ Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by an original receipt or justification statement explaining why receipts are not attached? Pre-calculation rental car receipts are not acceptable.
11. ___ Did the traveler list the exchange rate, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
12. ___ Was leave taken in conjunction of TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
13. ___ Is a copy of the DA 31, military leave form for military members attached if leave was taken in conjunction with the TDY?
14. ___ Was any deviation from the travel orders authorized and in the government's best interest?
15. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
16. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
17. ___ As the commander/reviewer, did you sign in block 20c and date block 20d (July 2004 form)?
18. ___ Do not return the voucher to traveler. Forward completed claims to your servicing DFAS Travel Office.